Anh Ng sinh d ng - bài s 100: Ti p t c chuy n v v v n phòng.

Tác Giả: VOA

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48



HO C ANH NGO TRÊN ĐÀI VOA

Đ□ nghe bài hū c, xin B□ M VÀO ĐÂY

Đây là Cho ng Trình Anh Ngo Sinh Đo ng, New Dyamic English, **bài 100**. Pho m Văn xin kính chào quí vo thính gio. Nho lo i trong bài trong bài tro c Ông Blake co a hãng International Robotics ho a so fax câu ho i co a bà Graham vo cho cho a pho tùng thay tho vo văn phòng chính (head office) o Bo c Kinh và báo cáo cho bà. Bài ho c hôm nay tio p to c chuyon đó. Quí vo so nghe mo t câu ho i, ro i nghe mo t mo u đàm thoo i có câu tro lo i, ro i nghe lo i câu ho i ro i tro lo i, sau đó khi nghe câu tro dúng, xin lo p lo i.

Cut 1

Language Focus: Questions Based on FIB Dialog

Larry: Questions. Listen to the question.

Eliz: What does Mr. Blake have to do before he can prepare his report for Ms. Graham? (short pause)

Larry: Now listen to the dialog.

Graham: Space is limited, and it would depend very much on the quantity of parts, the size, etc. Cho trong có giū i ho n và tuo thuo c ro t nhio u vào so lo ng đo pho tùng, và co lo n, vân vân.

I would need a lot more detail on that.

Blake: I can certainly understand your concerns.

I'm going to put this information in a report after I fax Beijing.

Graham: Okay.

Eliz: What does Mr. Blake have to do before he can prepare his report for Ms. Graham? (ding)

(pause for answer)

Eliz: He has to fax his head office in Beijing.

(short pause)

Larry: Listen to the question.

Eliz: When will Mr. Blake's report be ready?

(short pause)

Larry: Now listen to the dialog.

Blake: I'm going to put this information in a report after I fax Beijing.

Graham: Okay.

Blake: And I'll have the report ready for you tomorrow.

Eliz: When will Mr. Blake's report be ready?

Tác Giả: VOA

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48

(ding)

(pause for answer)

Eliz: It will be ready tomorrow.

(short pause)

MUSIC

Vietnamese Explanation

Trong pho n Mách Giúp Văn Hoá, Gary so tro lo i câu ho i: "Do Americans make a lot of promises in business?" Ngo i Mo có ho a nhio u trong vio c kinh doanh không? An oral agreement=lo i tho thuon.

A written contract=b□ n giao kèo.

A lawyer=lu ts.

Americans really respect people who keep their promises= Ng□□i M□ tr□ng ng□□i gi□ l□i h□a. Make a promise=h□a; keep a promise=gi□ l□i h□a; fulfill a promise=th□c hi□n đi□u mình h□a. If business people want to make an oral agreement, they may shake hands=n□u các nhà kinh doanh mu□n tho□ thu□n b□ng l□i, thì h□ có th□ b□t tay.

I'll see what I can do=I'll do what I can=tôi s \square c \square làm trong kh \square năng mình; đ \square tôi xem có th \square làm qì đ \square c.

Serious=quan tr ng.

It's not a promise that they will succeed=đó không phū i là lū i hū a rū ng chū c sū thành công. Spoken promises=lū i hū a miū ng.

But for important agreements between companies, spoken promises are usually not enough=Nh\(\text{D}\) ng d\(\text{D}\) i nh\(\text{D}\) ng tho\(\text{D}\) thu\(\text{D}\) n quan tr\(\text{D}\) ng gi\(\text{D}\) a các công ty, h\(\text{D}\) a mi\(\text{D}\) ng không d\(\text{D}\).

In the final stages, agreements must be written down in a contract and checked by lawyers=Trong nhl ng giai đol n culi cùng, nhl ng thol thu n phl i đl c vil t thành ml t giao kèo và ki m soát li i bl i lu t sl. Stages=giai đol n.

To check=ki□ m soát l□ i.

It's to avoid misunderstandings and legal problems in the future=đó là đ□ tránh hi□ u nh□ m và ki□ n t□ ng trong t□ □ ng lai.

Legal problems=các v□ n đ□ pháp lý, chuy□ n ki□ n t□ ng.

To trust=tin.

Trust=s tin c y.

Trust is very important in business relationships.=S\(\Delta\) tin c\(\Delta\) y r\(\Delta\) t quan tr\(\Delta\) ng trong các liên h\(\Delta\) th\(\Delta\) ng m\(\Delta\) i [buôn bán c\(\Delta\) n ph\(\Delta\) i tin nhau].

Cut 2

Culture Tips: Promising Larry: Culture Tips

Eliz: Welcome once again to "Culture Tips" with Gary Engleton.

Gary: Hello everyone!

Eliz: Today's e mail question is "Do Americans make a lot of promises in business?"

Tác Giả: VOA

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48

Gary: Yes, they do. And Americans really respect people who keep their promises.

Eliz: Because you can trust them?

Gary: Yes. Trust is very important in business relationships.

If business people want to make an oral agreement, they may shake hands.

Eliz: Why do they shake hands?

Gary: It shows that both people are really serious.

Good managers only make promises that they can keep.

If they're not sure, they may say something like "I'll see what I can do" or "I'll do what I can."

This means that they will try, but it's not a promise that they will be successful.

Eliz: That's a good strategy (pho ng cách hay).

Gary: Managers may also make spoken promises to each other as part of business discussions.

But for important agreements between companies, spoken promises are usually not enough. In the final stages, agreements must be written down in a contract and checked by lawyers.

Eliz: Why is that?

Gary: It's to avoid misunderstandings and legal problems in the future.

If there's a problem, everyone can read the contract!!

Eliz: Gary, thanks again for your great information.

Gary: My pleasure.

MUSIC

Vietnamese Explanation

Trong ph□n t□i, quí v□ nghe m□t câu r□i tu□ ý nghĩa trong bài h□c, tr□ l□i Đúng hay Sai, True hay False.

Cut 3

Language Focus: True/False

Larry: True or False.

Larry: Listen. Is this statement true or false? Eliz: Good managers make a lot of promises.

(ding)

(pause for answer)

Eliz: False. Good managers only make promises that they can keep.

(pause)

Eliz: Americans sometimes shake hands when they make an oral agreement.

(ding)

(pause for answer)

Eliz: True. Shaking hands shows that both people are really serious.

(pause)

Eliz: Important agreements between companies are usually written down in a contract.

(ding)

(pause for answer)

Tác Giả: VOA

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48

Eliz: True. Companies write contracts to avoid misunderstandings and legal problems.

MUSIC

Vietnamese Explanation

Trong ph□ n Business Dialog—Đàm tho□ i Th□ □ ng M□ i—quí v□ nghe chuy□ n cô June mu□ n ông x□ p nói v□ i ông Phó Ch□ T□ ch công ty v□ vi□ c xin thay th□ bàn gh□ văn phòng.

Office furniture=bàn gh□, t□ dùng trong văn phòng.

June wants her boss to talk to the Vice President about the office furniture.

She promises to replace everything, but nothing happens. Bà 🛮 y hū a su thay thu mū i món đu văn phòng, nhu ng chu a thu y ku t quu gì cu.

I can't promise that it will do any good, but I'll see what I can do=tôi không cam k□t là s□ có k□t qu□, nh□ng tôi s□ c□ làm xem.

She says the Accounting Department won't give her the money=bà 🛮 y b 🗈 o s 🖂 K 🖂 Toán không cho ti 🖂 n mua.

It's embarrassing when we have important visitors=th□t là ng□ ng khi chúng ta có khách quan tr□ ng đ□ n thăm.

Embarrassing=ng ng.

To embarrass=làm cho ai ng□ ng.

Disgraceful=x□ u h□, h□ th□ n

Cut 4

Business Dialog: Promising Larry: Business Dialog

June wants her boss to talk to the Vice President about the office furniture.

Eliz: Let's listen to today's Business Dialog.

June wants her boss to talk to the Vice President about the office furniture.

SFX: office background

June: The condition of our furniture is disgraceful!

Anh Ng sinh đ ng - bài s 100: Ti p t c chuy n v văn phòng. Tác Giả: VOA Thứ Bảy, 29 Tháng 11 Năm 2008 02:48 Ira: I know it's bad! June: My desk is at least twenty five years old. It looks terrible! Ira: I've already talked to the office manager about the furniture three times this year. Each time she promises to replace everything, but nothing happens. June: Uh huh. Ira: She says the Accounting Department won't give her the money. June: Can't you talk to George about it? As Vice President, he should be able to do something. Ira: I'll try, but he's so busy all the time!

He always says, "Talk to the office manager!"

June: Ira, it's embarrassing when we have important visitors.

5/12

Eliz: Now let's focus on Promising.

Tác Giả: VOA Thứ Bảy, 29 Tháng 11 Năm 2008 02:48 Ira: All right. I promise that I'll talk to George about it. June: Great. Ira: I can't promise that it will do any good, but I'll see what I can do. June: Thank you very much, and good luck! We need new desks! **MUSIC** Vietnamese Explanation Trong pho n to i, ta to p nghe nho ng câu dùng khi ho a ho n so làm đio u gì. Cut 5 Focus on Functions: Promising Larry: Focus on Functions: Promising

Tác Giả: VOA Thứ Bảy, 29 Tháng 11 Năm 2008 02:48		
Larry: Listen carefully.		
Eliz: Can't you talk to George about it?		
(pause for repeat)		
Eliz: I'll try, but he's so busy all the time!		
(pause for repeat)		
Eliz: I promise that I'll talk to him.		
(pause for repeat)		
Eliz: I can't promise that it will do any good.		
(pause for repeat)		
Eliz: I'll see what I can do.		
(pause for repeat)		
MUSIC		

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48 Vietnamese Explanation Trong ph□ n t□ i, ta nghe Gary nói v□ l□ i h□ a s□ làm m□ t đi□ u gì. Gary will be talking about promises. A Promise=II i hI a. To keep a promise=giI II i hI a. To fulfill a promise=thI c hiI n II i h a. Office manager=tr ng phòng. Cut 6 Gary's Tips: Gary's Tips. Larry: **UPBEAT MUSIC** Eliz: Now it's time for Gary's Tips with Gary Engleton! Gary: Hello, Elizabeth! Today I'll be talking about promises. Promises are very important in business. And it's very important to keep your promises if you want to build good relationships.

In today's Business Dialog, June is unhappy about the condition of her furniture.

Anh Ng sinh đ ng - bài s 100: Ti p t c chuy n v văn phòng.

Tác Giả: VOA

T9 #225.0	Giả::	$V \cap A$
1 á:C	GI&#/843∷</td><td>VUA</td></tr></tbody></table>	

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48

The office manager has promised to replace the furniture, but nothing has happened.

Ira: I've already talked to the office manager about the furniture three times this year.

Each time she promises to replace everything, but nothing happens

June: Uh huh.

Ira: She says the Accounting Department won't give her the money.

Gary: She asks Ira to talk to George, the Vice President.

At first, Ira uses the expression "I'll try."

This is a promise to try, but nothing more.

It only means that he'll try to talk to George about the furniture.

June: Can't you talk to George about it?

As Vice President, he should be able to do something.

Tác Giả: VOA Thứ Bảy, 29 T

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48

Ira: I'll try, but he's so busy all the time!

He always says, "Talk to the office manager!"

Gary: June wants a more definite answer and finally Ira promises to speak to George.

Notice that he uses the expression "I promise."

June: Ira, it's embarrassing when we have important visitors.

Ira: All right. I promise that I'll talk to George about it.

June: Great.

Gary: Ira promises to talk to George, but he does not promise that June will get new furniture.

Let's listen:

Ira: I can't promise that it will do any good, but I'll see what I can do.

June: Thank you very much, and good luck!

Gary: He says that he can't promise that it will do any good, but he says he will try.

Tác Giả: VOA

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48

He uses the expression, "I'll see what I can do."

In business discussions, it is important to understand the difference between a promise to do something and a promise to try to do something.

(pause)

Gary: In Mr. Blake's conversation with Ms. Graham, he promises to have the report ready for her tomorrow.

Blake: I'm going to put this information in a report after I fax Beijing.

Graham: Okay.

Blake: And I'll have the report ready for you tomorrow.

Gary: Mr. Blake uses the expressions "I'm going to" and "I will" to make his promises.

Before you make a promise in business, be sure that you can keep it.

If you do this, you will build successful relationships.

Hope today's tips were helpful!

Tác Giả: VOA

Thứ Bảy, 29 Tháng 11 Năm 2008 02:48

Thanks for joining us today for Gary's Tips.

Eliz: Thanks Gary!

MUSIC

Eliz: Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Vietnamese Explanation

Quí vo vo a ho c xong bài 100 trong Cho ng Trình Anh Ngo Sinh Đo ng, New Dynamic English. Pho m Văn xin kính chào quí vo thính gio và xin ho n go p lo i trong bài ho c ko tio p.